



**State of Wisconsin**  
Jim Doyle, Governor



Department of Health and  
Family Services  
1 W. Wilson Street  
P.O. Box 7850  
Madison, Wisconsin 53707-7850



Department of Workforce  
Development  
201 East Washington Avenue  
P.O. Box 7972  
Madison, Wisconsin 53707-7972

Helene Nelson, Secretary

Roberta Gassman, Secretary

### **Civil Rights Compliance In Service Delivery WEBCAST - Training Announcement**

In an effort to better help our grantees and contractors meet their civil rights requirement of receiving/attending compliance training and to reach a broader audience we are piloting the use of web broadcasting technology to broadcast the above training. There will be 50 seats available at the broadcast location and unlimited remote access opportunities. We will broadcast live and later, make the session accessible via the Internet for the remainder of the year.

#### **When & Where?**

February 6, 2006  
8:30 AM to 4:00 PM

This will appear on campus as 2 separate events.

#### **Registration for 50 In-Person Participants**

The in person event will be at:  
1 W. Wilson St., Room 751, Madison  
Register on CAMPUS

#### **Registration for Web cast Participants**

Unlimited numbers may attend the Web cast.  
However, you will need to register on CAMPUS.

#### **Intended Audience:**

*Civil Rights Compliance In Service Delivery Training* is intended for Agency Heads - Chief Executive Officers, Equal Opportunity Coordinators, Limited English Proficiency Coordinators and Complaint Coordinators. This training will provide a more in-depth understanding of the important roles and responsibilities that Agency Heads, Chief Executive Officers, Equal Opportunity Coordinators, Limited English Proficiency Coordinators and Complaint Coordinators have in developing and implementing an effective Civil Rights Compliance Program in their organizations. These individuals have key functions in ensuring that programs, services, and activities which are funded by Federal assistance through DHFS and DWD, are administered in a non-discriminatory manner and fully accessible to persons protected by Federal and State civil rights Laws.

You may feel free to have other staff attend this broadcast as there is no limit to the number of people that can connect remotely, to the event.

**Topics and Competencies to be covered:**

- Identify Federal and State Civil Right Laws applicable to programs, services and activities funded through DWD/DHFS;
- Be able to define program, services, and activities meaning of accessibility;
- Understand intentional and unintentional discrimination prohibited under Title VI of the Civil Rights Act of 1964 and other anti-discrimination laws;
- Be able to identify the functions and responsibilities of key staff responsible for developing and implementing the organization's civil rights compliance plan;
- Understand the process of an effective complaint resolution;
- Identify and help resolve intentional and unintentional discriminatory practices through case studies.

**What's new in 2006?**

In Response to the training evaluations we have received over the last two years, we have re-designed the civil rights training to address core competencies we believe designated staff mentioned above should have while performing their jobs. This training will review the laws, roles and responsibilities needed by participants to engage in active discussion of case studies. More than listening, we expect participants to analyze, synthesize and apply knowledge gained during training.

The use of web broadcasting technology is new to us this year and will help us to reach more people.

The DWS Civil Rights Website has also been updated and is intended to be useful as an extension of materials offered at the training.

[http://www.dwd.state.wi.us//dws/civil\\_rights/default.htm](http://www.dwd.state.wi.us//dws/civil_rights/default.htm)

**Prerequisites:**

DHFS and DWD/DWS have developed preparatory materials that will help the training team keep the training focused on compliance in service delivery. To get the full benefit of this training, we ask all participants to review the applicable laws and review/consider each case study by responding to the questions provided prior to attending the training. The class will be conducted under the assumption that participants have done the required preparation work before the training session. At the time your registration is approved, you will be provided with a link to these materials. All participants of the Civil Rights Compliance training are asked to review/consider each case study and applicable laws and respond to the questions provided. Bring your case study notes, as well as your questions on any civil rights compliance matters to the session.

**Those attending in person, lunch will be on your own; there are restaurants and a cafeteria located at or near the site.**

**Cost:**

**FREE!** There is no cost for these sessions but space for the in person session is limited.

**Request for alternative format:**

If you have a problem accessing the materials and/or require information in an alternate format, please contact the persons listed below as soon as possible so we may prepare the formatted material you need on time.

**How to register:**

To register, please use the **DWD Campus For Wisconsin**. Use the search feature within DWD CAMPUS to locate the class. Search for "Civil Rights" (**without the quotation marks**).

- Go to the DWD CAMPUS FOR WISCONSIN to create a profile, if necessary and register. If this link is not active in the document, you may copy and paste it into the address line on your web browser.  
<<http://dwdcampus.dwd.state.wi.us/dwdext/login.jsp>>

**If you have not previously used the DWD CAMPUS FOR WISCONSIN, you need to complete the following steps to create your "user profile" and to register for the class.**

- Click on the New User Registration link in the User Login Box.
- All staff from the same agency should use the same "company name" when completing the New User Sign Up page.
- Select a username and password when registering. **Choose a username and password that you can remember.** DWD Campus is not tied in with your local LAN so your username and password will not be changed when your local LAN username and password are updated.
- You do not need to fill in the credit card information. There is no charge to attend these training sessions.

**If you have previously used the DWD CAMPUS FOR WISCONSIN, you need to log in using the user name and password you used the last time you logged into the DWD CAMPUS FOR WISCONSIN. If you cannot remember your user name or password, contact DWD help desk (608)266-7252. **Please do not create another profile.****

- If you experience problems using DWD Campus during the registration process, contact The DWD help desk (608)266-7252. Verna Ruhs will provide back-up assistance to the help desk as needed (Verna.Ruhs@dwd.state.wi.us or by telephone at (608)266-3059).

**Note:**

After you have completed the registration process, the CAMPUS system will automatically send you an email indicating that you are registered pending approval. A DWS class registrar, provides the approval and does this several times throughout the work day. Upon successful registration for the training you will be provided with confirmation and a link to the Participant Guide and the broadcast link. Those attending the in person Web cast will be provided with a Participant Guide.

**Questions:**

If you have questions about the course, contact Bill Franks via email at, [William.Franks@dwd.state.wi.us](mailto:William.Franks@dwd.state.wi.us) or by telephone at 608-266-6889; or David Duran at [Durand@dhfs.state.wi.us](mailto:Durand@dhfs.state.wi.us) or by telephone at 608-266-9372 (Voice); 1-888-701-1251 (TTY)